



Adult Requesting Proxy Access to a Child's MyChart® Account

Roper St. Francis Healthcare is pleased to offer you access to internet-based version of our computer systems called MyChart®. For an adult to have MyChart® access to health information for a child under the age of 16 years, please read and agree to the terms and conditions below and then complete the information at the bottom.

- Access to a child age 16 years and younger will only be granted to persons with **parental rights or legal guardianship** of the child and only to the extent that the party requesting proxy access can demonstrate the legal right to the child's medical information.
- Children under the age of 12 years cannot have their own login. Access can be granted to persons with Parental rights or legal guardianship. At age 12, the child will need to have their own MyChart account created.
- Limited teen proxy access is granted by default to all proxies for the 12 – 17 years of age range. Full teen proxy access can be granted by the patient after giving consent to the provider informing the provider that they understand they are granting full access of their medical record to their proxy. That provider, patient conversation should be documented in the patient's medical record.
- Please understand that the person requesting expanded proxy access to another patient's MyChart® account will have full access to **diagnoses, lab values, appointments, and potential sensitive medical information that is available in MyChart®**. (For example there could be information pertaining to Family Planning, pregnancy, alcohol, drug, and sexually transmitted diseases).
- Access will automatically cease on the child's 16th birthday. Access can be maintained, or restored, after the child's 16th birthday by calling or having an in-person discussion with the provider's office. Both the child and guardian will need to agree to restoring access.
- If the proxy's legal relationship with the account holder changes, the account holder must inform Roper St. Francis Healthcare System immediately by contacting the physician practice. Roper St. Francis Healthcare reserves the right to revoke access at any time for any reason.
- The adult requesting access must have a MyChart® account or an account will be established. To access a child's account, the adult must log in to MyChart® with their own Username & Password, click on the child's name and then click "Accept Proxy Access Disclaimer". Messages sent on behalf of your child must be sent from your child's record and responses will be received in your child's record. Roper St. Francis Healthcare email alerts will be sent to the email address entered in the child's record.
- If you are requesting access for more than one child, you will need to fill out a form for each child.

Parent/legal guardian information (Person requesting access):

Name: _____ **Date of Birth:** _____

Phone: _____ **Email:** _____

Mailing Address: _____

Relationship to minor: _____ **Do you have a MyChart® account?** _____ (Yes/No)

You are requesting to access the following child's MyChart® account:

Name: _____ **Date of Birth:** _____

Mailing Address (if different than above): _____

By signing below, I, Parent/Proxy and Minor Child acknowledge that I have read and understand the above information, and that I have had the opportunity to discuss this authorization with a representative of the primary care provider and have had any questions satisfactorily answered. I agree to the terms and conditions of MyChart® use and Proxy Access and agree to only use this access for the sole purpose of assisting in the medical management of the minor patient.

Signature of Parent/Legal Guardian: _____ **Date:** _____

Patient over the age of 11 must review the above information and sign. Signature indicates understanding of the information and agreement to the Terms and Conditions.

Signature of Minor Patient: _____ **Date:** _____

Return completed form to the physician practice.